



State of Arizona  
**Department of Education**

**Tom Horne**  
Superintendent of  
Public Instruction

**CN# 28-07**

**MEMORANDUM**

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**To:** School Health & Nutrition Program Sponsors

**From:** Mary Szafranski, Deputy Associate Superintendent  
Arizona Department of Education, Health & Nutrition Services  
Katrina Klatt, NSLP Nutrition Director  
Arizona Department of Education, School Health & Nutrition Programs

**Date:** February 20, 2007

**RE:** Scanned Income Applications

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*Original Signed*

There have been multiple questions concerning software programs that scan free or reduced price applications, but only capture the income in whole dollar amounts. These programs may not accurately reflect the household income particularly when multiple income sources compound the inaccuracy. This difference could cause a Local Education Agency (LEA) to certify the household incorrectly or deny a household application by mistake.

At this time, there are no federal specifications for vendors of such software and USDA does not recommend or approve any of the software programs performing this function. Ultimately, the LEA is responsible for assuring that the certification process meets all regulatory requirements and policies for application processing and approval. Therefore, if software is used to perform any part of the certification process, the LEA must assure that the software is meeting all the requirements.

Software that only captures whole dollar income amounts could only be used if the LEA is:

1. Aware of the limitations of the software
2. Individually reviews the applications that fall within the software's error range

The software's error range would be the maximum amount (in dollars and cents) that the software could deviate from the actual income. If the software only accepts whole dollar amounts, the LEA must determine the error range of the software, pull each application that is within the error range, and individually review those applications to make an official determination.

If you have questions or concerns regarding this memo, please contact your assigned School Health & Nutrition Program Specialist at 602-542-8700.

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